
Quick Reference Guide:

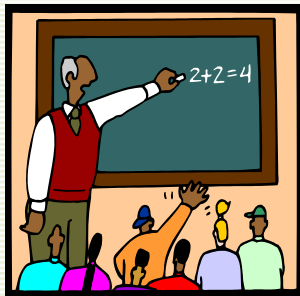
LEP

Tool Guide

This guide will explain the process for entering/updating LEP data.

Topics covered in this Quick Reference Guide include:

- *Entering a Home Primary Language*
- *Setting current LEP status*
- *Entering LEP assessments*
- *Working with the LEP setup tool*



LEP (Limited English Proficient) is one part of Program Participation data and is collected twice – once in the fall and once in the spring. Fall Program Participation, including LEP, is matched with student enrollments and is used to calculate student participation in state and federal programs.



Before beginning this process, there are a few considerations:

1. Which students are eligible for LEP?

- The LEP tool is used to identify students with a current identification as Limited English Proficient (LEP) by a local school district. *page 2*

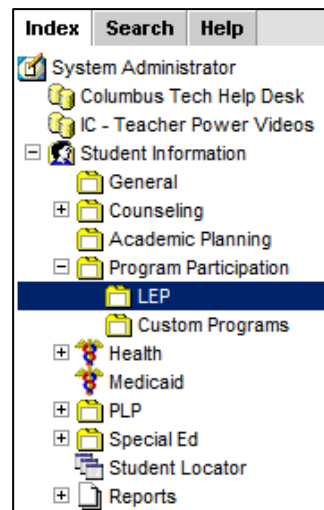
2. How do I exit a student from LEP once they have reached proficiency?

- Students who were receiving LEP services and/or accommodations and who have now achieved English language proficiency will need to be exited from LEP status. *page 3*

LEP Tool

LEP stands for Limited English Proficient. The ELP test is given to students with a current identification as Limited English Proficient (LEP) by a local school district. (See page 7.)

In the past LEP data was entered in a student's enrollment tab. AIM has recently introduced a new LEP tool which is accessed by choosing the Student Information tool and then choosing Program Participation.

A screenshot of the LEP tool interface for a student named Kim, Jong-Il. The interface has tabs for 'LEP', 'LEP Assessments', 'LEP Services', and 'LEP Accommodations'. The 'LEP' tab is active, showing an 'Active LEP Record' form with fields for 'Program Status', 'Identified Date', 'Expected Exit Date', 'Program Exit Date', and 'Parent Notified'. A 'Comments' text area is also present. A 'Census Information' section at the bottom shows 'Home Primary Language', 'Language of Impact', and 'First Entered US School', all with a status of 'Required Data Not Available'. A modal message box is overlaid on the form, stating: 'Home Primary Language must be added to Census for Jong-Il Kim before LEP records can be added.' with an 'OK' button.

After selecting a student, open the LEP tool. The first time the LEP tool is accessed a message may appear with a warning that the student's Home Primary Language must be added before LEP records can be added.

If this message appears, access the student's demographics tab (located under Census and People), select a Home Primary Language and a Language of Impact, and Save.

If the warning message does not appear, proceed to the next step.

A screenshot of the student demographics form for Kim, Jong-Il. The form includes tabs for 'FS Deposit', 'School Choice', 'Credentials', 'Overrides', and 'Fee'. The 'Demographics' tab is active. The form contains fields for 'PersonID' (2834), 'Last Name' (Kim), 'First Name' (Jong-Il), 'Gender' (Male), and 'Birth Date' (06/01/1998). It also has sections for 'Race/Ethnicity' and 'Date Entered US/School'. At the bottom, the 'Home Primary Language' is set to 'kor: Korean' and 'Language of Impact' is set to 'Language of Impact'. A yellow starburst icon is next to the 'Home Primary Language' dropdown.

Kim, Jong-Il
#5559988 DOB:06/01/1998 Gender:M

LEP LEP Assessments LEP Services LEP Accommodations

Save Delete

Active LEP Record

*Program Status LEP

Identified Date 09/17/2012

Expected Exit Date

Program Exit Date

Parent Notified 09/17/2012

Parent Declined

Comments

- Modified by: Administrator, System 10/25/2012 15:18

LEP Tab

Students who are LEP must have a Program Status of “LEP” and an Identified Date entered. LEP students determined to be proficient by the district should have a Program exit date entered and their Program Status should be set to “Exited LEP.” Note: The other fields on this tab, such as Expected Exit Date, are not required but may be used if the district chooses.

When the Program Status is changed to “Exited LEP” a Program Exit Date can be entered. First and second year monitoring dates will appear below.

#5559988 DOB:06/01/1998 Gender:M

LEP LEP Assessments LEP Services LEP Accommodations

Save Delete

Active LEP Record

*Program Status Exited LEP Re-Enter

Identified Date 09/17/2012

Expected Exit Date

Program Exit Date 11/01/2012

First Year Monitoring: 11/01/2013

Second Year Monitoring: 11/01/2014

Parent Notified 09/17/2012

Note that a “Re-Enter” button also appears on the LEP tab once a student has been exited. By clicking this button a dialog box will appear which allows the student to be re-entered into LEP status.

*Program Status LEP

Identified Date 11/12/2012

Expected Exit Date

Program Exit Date

Parent Notified 11/12/2012

Parent Declined

Comments

Save Cancel

When a student is re-entered into LEP status using the Re-enter button and dialog box, an LEP History box will be created at the bottom of the page showing all previous LEP activity.

LEP History	
Status: Exited LEP Identified: 09/17/2012 Exit: 11/01/2012	
Program Status	Exited LEP
Identified Date	09/17/2012
Expected Exit Date	
Program Exit Date	11/01/2012
First Year Monitoring:	11/01/2013
Second Year Monitoring:	11/01/2014
Parent Notified	09/17/2012
Parent Declined	No
Comments:	

LEP Services – Title III

Go to the LEP Services tab. Here you will see a listing of current LEP services for the selected student. To enter a new service, click on New.

The screenshot shows the top of a web application for a student named Kim, Jong-Il. The header includes the student's name, ID #5559988, DOB 06/01/1998, and Gender M. Below the header are four tabs: LEP, LEP Assessments, LEP Services (which is selected and highlighted in orange), and LEP Accommodations. Under the LEP Services tab, there are two buttons: 'New' and 'Print Service History'. Below these buttons is a table with the following structure:

Service Type	Start Date	End Date

The screenshot shows the 'LEP Services Detail' form. It has the following fields:

- *Start Date**: A date picker showing 09/24/2012.
- *Name**: A dropdown menu with 'Title III' selected.
- ☐ **Parent Refused Services**: A checkbox with a label.
- Date Refused:**: A text input field.
- Comments**: A large text area for notes.

In the LEP Services Detail box, enter a start date and select a service from the Name dropdown.

Title III may be indicated if the district is receiving a grant and the funds are targeted to the student's group (e.g. grade, school, etc.).

If the service you need to enter does not appear in the dropdown you will need to enter it in the LEP setup tool. (See page 6.)

Records Transfer

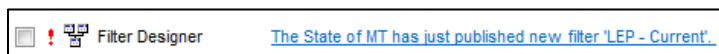
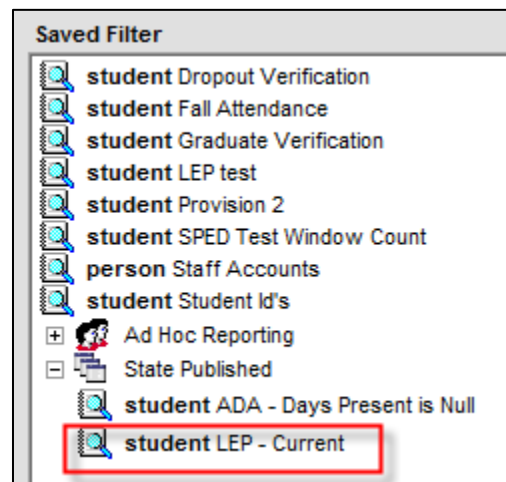
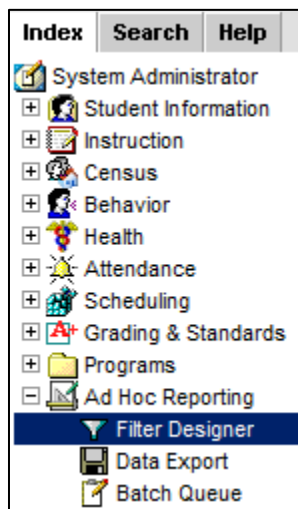
Information on how to transfer and accept LEP records will be added here.

Searching for LEP students

In order to find which students in the district have current LEP status, choose Ad Hoc Reporting and Filter Designer from the Index tab. Under State Published select the report named “student LEP – current.” Running this report will provide a list of all current LEP students in the district.

This same report can also be accessed by clicking on the notification link in the Process Inbox which appears after first logging in to the AIM system.

For more information on creating Ad Hoc reports you can access the OPI guide to [Ad Hoc reporting](#).



Further Information

For additional questions about the LEP program please contact Eric Meredith at 444-3642, emeredith@mt.gov or Lynn Hinch at 444-3482, lhinch@mt.gov.

For questions on ELL testing forms and procedures please contact Yvonne Field at 444-0748, yfield@mt.gov.

For information on how to identify LEP students please see the OPI [criteria for identification of LEP](#).